



**Organisation:** Akanani Consulting (Pty) Ltd  
**Website:** [www.akananigroup.com](http://www.akananigroup.com)  
**Position title:** Research Assistant (Junior Consultant) (Level 1 - 3)  
**Reporting to:** Management Consultant  
**Location:** Bryanston, Gauteng Province  
**Employment terms:** R100,000 – R120,000 (cost-to-company package)  
**Remuneration:** Negotiable

### **Job purpose:**

The *main purpose* of the job is to support the project the project manager and project team in the provision of management consulting service to clients of Akanani within the defined project requirements. The successful candidate will be responsible for ensuring that the project manager and project team is provided with project support and serviced as part of their tasks and responsibilities in the delivery of projects.

### **Key duties (roles and responsibilities)**

- Provide project management support to the project manager and rest of project team in the provision of management consulting service to clients of Akanani
- Research various topics identified by the Project Manager and Project Team
- With guidance from the project manager and project team, develop models and frameworks which responds to project requirements
- Create database and information management repository (hardcopy and electronic) of clients information
- Coordinate logistical arrangements for workshops and meetings with directive from project manager and project team
- Assist with proposal, tender and quotation development and writing, which also includes attending tender briefing sessions
- Attend meetings, workshops and forums with the project manager and other project team members on various project delivery engagements
- Assist with delegated administrative office duties (non-billable and internal to Akanani) as and when required by the Project Manager, Consultants and any of Akanani Directors/Head of Units
- Provide a support service as and when required by any of Akanani Directors and Head of Unit
- **Inherent job requirements**
- **Required work experience:** 0 – 2 years work experience in administration, human resources or management consulting environment
- **Preferred candidate:** Preferably a black South African female
- **Behaviours:** initiative, go-getter, positive work ethic and team player
- **Tertiary Qualification:** A human resources degree or qualification
- **Required skills:**
  - Good interpersonal skills
  - Good verbal communication
  - Good written communication (report writing) skills
  - Solid information gathering, investigative and research skills
  - Multi-tasking skills
  - Computer literacy in following MS Office programmes: MS Word, MS Powerpoint, MS Excel and MS Project
  - Excellent internet use in particular use of search engines such as Google, Wikipedia and others
- **Required knowledge areas:**
  - Exposure to or basic knowledge of government system and operations including government policies, frameworks and certain pieces of legislation in particular those in finances, supply chain, and labour
  - Exposure to or basic knowledge of principles, theory and practice of human resources management
  - Exposure to or basic knowledge of HR disciplines including recruitment, HR policies and procedures development/review, HR audit, organisational reviews, sourcing, performance management, organisation development, remuneration, training and development, psychometric/competency assessments, change management
  - Exposure to or basic knowledge of project administration
- **Additional job requirements:**
  - Must be willing to travel within and outside Gauteng boundaries
  - Must be willing to work over weekend and extra hours consistently
  - Must be willing to read extensively in various topics
  - Must be willing to undergo training and development in various aspects of work and personal life